

STUDENT QUICK START GUIDE

Respondus LockDown Browser + Monitor

What is Respondus LockDown Browser + Monitor?

LockDown Browser is a locked browser used when taking ATI proctored assessments. It prevents you from copying, printing, visiting another URL, or accessing other applications during a test. If an ATI test requires the LockDown Browser be used, you will not be able to take the test with a standard web browser. The Monitor records during the exam. The record will only be reviewed if there is a reason to believe test protocol has been breached.

System requirements for students

Windows: 10 or 11 Mac: macOS 10.13 to 13.0+ iOS: 13.0+ (iPad only)

- Web camera (internal or external)
- Microphone (internal or external)
- A broadband internet connection

- Administrator rights to install Respondus (If device is managed by your school, please reach out to IT administrator to have Respondus installed.)

Set yourself up for success

- Ensure you are using a fully charged device.
- Check to see if your camera works using https://webcamtests.com
- Check your microphone works using https://www.onlinemictest.com
- Ensure you have a strong internet connection. You can test your internet speed using www.speedtest.net
- Have a school or government-issued ID card available.
- Find a well-lit space and be ready for a room scan prior to the assessment.
- One piece of blank paper to be used during assessment. Please destroy the paper upon completion of the exam.

Before you begin

To ensure you are comfortable using the Respondus LockDown Browser + Monitor, you should complete a dry-run assessment prior to exam day. You can find this dry-run assessment via the student portal > Test tab > Remote Proctoring Dry Run.

When you launch the dry run, you will need to install the Respondus LockDown Browser + Monitor. Choose the appropriate download for your device.

- On Windows and Macs, you will be installing the LockDown Browser as a new browser on your device.
- On iPads, you will be downloading and installing the LockDown Browser app from the App Store.

This assessment requires a "lockdow	n browser" to facilitate your assessme	nt in secure setting.
Choose your device to download:		
DOWNLOAD FOR WINDOWS	CONNLOAD FOR MAC OS	S DOWNLOAD FOR IPAD

IMPORTANT: Administrator rights are required to install Respondus. If you have these rights, you can proceed with this download. If you are using a device managed by your school, please reach out to your IT administrator to have Respondus installed.

Once the install has taken place, you may proceed with the dry run. Ensure you take this dry-run exam at least one or two days prior to the ATI assessment in order to allow time to troubleshoot any issues. Ensure that you are taking the dry run on the same device in which you will be taking the ATI proctored assessment.

Taking a test

Close all programs except for an internet browser. **IMPORTANT: To access your assessment, you must log into ATI through an approved browser. Respondus will open automatically when launch the test. You cannot access** the test directly through the Respondus LockDown Browser or from another LMS.

Navigate to atitesting.com and log in using your credentials. Choose the My ATI Tab > Test Tab. Launch the proctored assessment and select 'START TEST'.

This assessment requires a Tockdow	n browser" to facilitate provi assessmen	C in secure setting.
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After downloading, openinus the DIE	file (Mindows) or extract the files and r	un (MAC 05)
Finished with setup?		
START 1957		
Questions?		
b.myLockdown browser installed?		
What are the system requirements?		

You will be prompted to open the Respondus LockDown Browser + Monitor. Open the link. If any other windows or applications are open, they will close automatically.

iPad users: You will be required to lock in the orientation of the iPad before beginning the exam. Please prop the iPad vertically so that it faces you. We recommend using a case or stand and external keyboard, if you own one. **Do not** lay the iPad on a flat surface.

Mac/Windows users: If your testing window does not show on the full screen, this may be related to display settings on your computer. For high resolution monitors, try changing your display settings to 3840 x 2160 resolution using 200% scaling.

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	After downloading, open/ru	in the EXE file (Windows) or extract the files an	ud run (MAC OS).		
	Finished with set	tup?			
	Ouestions?				
	Is my Lockdown browser ins What are the system require Need assistance?	stalled? ements?			

1 You will see nine steps to complete before beginning your exam. First, agree to the Student Terms of Use.

🔒 LockDown Browser		
STEP 1: TERMS OF USE	Terms of Use	
STEP 2: WEBCAM CHECK		
STEP 3: ADDITIONAL INSTRUCTIONS	RESPONDUS MONITOR STUDENT TERMS OF USE	
STEP 4: GUIDELINES + TIPS	These Terms of Use (Terms 1) which incorporate the <u>Besondus Help Center Terms of Use</u> ("Help Center Terms") included at the end of these Terms, are an agreement between you and Respondus, Inc. ("Respondus") and between you and your learning instruction, or your school ('your instruction').	
STEP 5: STUDENT PHOTO	regarding your use of Kespondus Monitors. By using Respondus Monitor, you agree to these Terms in full and that you are age 14 or older, or age 16 or older in the EEA.	
STEP 6: SHOW ID	Respondus Monitor is a cloud-based service ("Respondus Monitor Services") and software ("Respondus Monitor Software") (also collectively referred to in these Terms as "Respondus Monitor"), that work together to provide an online interactive database of video, audio, and other date captured during	
STEP 7: ENVIRONMENT CHECK	student assessment sessions for use in monitoring students. The Respondus Help Center is a group of services ("Help Services") provided by Respondus, Inc. that	
STEP 8: FACIAL DETECTION CHECK	enable users of LockDown Browser and Respondus Monitor to troubleshoot technical issues. The Help Services include, for example, a webcam check, system check, the ability to report an issue to Respondus, and link to a knowledge base and technical support.	
STEP 9: BEGIN EXAM	REQUIREMENTS OF YOUR INSTITUTION (e.g., your school)	
	As part of an effort to use available technology to improve your learning experience by providing	

NEED SUPPORT?

If you or your student experiences issues leading up to or during the exam, please contact ATI Support at 1.800.667.7531.

2 Complete your webcam check. You will be asked to record a five-second video to ensure your audio is working appropriately. *This video will not be stored.*

EP 1: TERMS OF USE	Webcam Check
TEP 2: WEBCAM CHECK	Adjust the camera so your image appears properly in the window.
TEP 3: ADDITIONAL INSTRUCTIONS	While speaking in your normal voice (say the alphabet or count to 10) click "Record Five Second Video."
EP 4: GUIDELINES + TIPS	(This video will be discarded after the webcam check).
TEP 5: STUDENT PHOTO	
TEP 6: SHOW ID	
STEP 7: ENVIRONMENT CHECK	
STEP 8: FACIAL DETECTION CHECK	
STEP 9: BEGIN EXAM	
	Record Five Second Video It's not working

- 3 4 Click 'Next' to move through the additional instructions, guidelines, and tips.
 - 5 You'll be asked to take two photos of yourself. This will be used to compare to your identification.

🔒 LockDown Browser	
STEP 1: TERMS OF USE	~
STEP 2: WEBCAM CHECK	~
STEP 3: ADDITIONAL INSTRUCTIONS	~
STEP 4: GUIDELINES + TIPS	~
STEP 5: STUDENT PHOTO	
STEP 6: SHOW ID	
STEP 7: ENVIRONMENT CHECK	
STEP 8: FACIAL DETECTION CHECK	
STEP 9: BEGIN EXAM	

6 You will need to capture a picture of your identification. Please use the type of identification indicated by your instructor.



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7 You will be asked to show your exam environment. Slowly move your device so that it shows the area around your computer. This is to ensure there are no papers, phones, or books that could be used to provide answers during your exam.



8 To ensure your webcam is working sufficiently, you will do a facial detection check.

P 1: TERMS OF USE Facial Detection Check P 2: WEBCAM CHECK Facial Detection Check Your face needs to be well positioned in the video window and clearly visible during the exam. P 4: GUIDELINES + TIPS P 4: GUIDELINES + TIPS P 5: STUDENT PHOTO P 7: ENVIRONMENT CHECK P 8: FACUAL DETECTION CHECK P 9: BEGIN EXAM Continue	P 1: TERMS OF USE P 2: WEBCAM CHECK P 2: WEBCAM CHECK P 4: GUIDELINES + TIPS P 4: GUIDELINES + TIPS P 5: STUDENT PHOTO P 6: SHOW ID P 7: ENVIRONMENT CHECK P 8: FACUAL DETECTION CHECK P 9: BEGIN EXAM	LockDown Browser		
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STEP 5: STUDENT PHOTO	STEP 5: STUDENT PHOTO STEP 5: SHOW ID STEP 5: SHOW ID STEP 7: ENVIRONMENT CHECK STEP 8: FACIAL DETECTION CHECK STEP 8: BEGIN EXAM Continue Continue	STEP 4: GUIDELINES + TIPS	~	
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STEP 9: BEGIN EXAM	Continue	STEP 8: FACIAL DETECTION CHECK		Click Continue to proceed
Continue	Continue	STEP 9: BEGIN EXAM		
	3			Continue

9 Click 'Begin Exam'.

Once you complete your exam, a message will appear telling you the webcam recording is complete. You will be asked about your experience using the Respondus LockDown Browser + Monitor. Once your comments are submitted, you will need to select 'CLOSE BROWSER'. Open a new internet browser window and log back into the ATI student portal to review your exam results.

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	You are now leaving the exam. Select 'CLOSE BROWSER'. To access the ATI student portal, please log in via a separate browser window.
	CLOSE BROWSER

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